

Reviewer Manual



Komen Central Mississippi Steel Magnolias
2015-2016
Version 2.0

Contents

Contact Information	2
Reviewer Manual.....	3
Grant Program Overview	3
Request for Applications.....	3
Assistance to Applicants.....	5
Conflict of Interest	5
Confidentiality	5
Scoring Procedures	6
Summary packet preparation for Review Panel Meeting.....	7
Review Panel Meeting.....	7
Tips for Completing and Organizing Your Reviews	7
Grants eManagement System: Reviewer User Guide	7
Susan G. Komen GeMS Login and Registration.....	7
Gaining Access to GeMS.....	8
Completing the Conflict of Interest Form	8
Reviewing the Application	9
Printing Application and Review Sheet.....	10
Viewing Attachments	12
Review Process Timeline.....	13
Application Review Checklist	13
Review Panel Cheat Sheet.....	14
Scoring Decision Tree	16
Reviewer Rating Sheet.....	17

Contact Information

Catherine Young
Executive Director
601-932-3999
cyoung@komencentralms.org

Grants Chair:
TBD/Position to be filled

Reviewer Manual

Grant Program Overview

Susan G. Komen Central Mississippi Steel Magnolias - along with those who generously support us with their talent, time and resources - is working to better the lives of those facing breast cancer in our community. We join hundreds of thousands of breast cancer survivors and activists around the globe as part of the world's largest and most progressive grassroots network fighting breast cancer. Through events like the Komen Central Mississippi Jackson Race for the Cure® and Gulf Coast Race for the Cure®, we have invested more than \$3 million in local breast health and breast cancer awareness projects in 59 counties in Mississippi. Up to 75 percent of net proceeds generated by the Komen Central Mississippi Steel Magnolias stay in our 59-county service area. The remaining income goes to the Susan G. Komen Research Program, which supports grants and scientific partnerships to find the cures.

Susan G. Komen® is the world's largest breast cancer organization, funding more breast cancer research than any other nonprofit while providing real-time help to those facing the disease. Since it's founding in 1982, Komen has funded more than \$800 million in research and provided more than \$1.7 billion in funding to screening, education, treatment and psychosocial support programs serving millions of people in more than 30 countries worldwide. Komen was founded by Nancy G. Brinker, who promised her sister, Susan G. Komen, that she would end the disease that claimed Suzy's life. Visit komen.org or call 1-877 GO KOMEN. Connect with us on Facebook at facebook.com/susangkomen and Twitter @SusanGKomen.

In 2014-2015, \$170,1780 was awarded to 7 local programs. Grant recipients address breast health and breast cancer education, screening and treatment services assisting the medically underserved in the service area. Komen Central Mississippi Steel Magnolias also contributes to cutting-edge breast cancer research through Komen's Research Grants and Awards Program. Small grant RFAs are also released on an as needed basis.

Request for Applications

Komen Central Mississippi Steel magnolias issued a Request for Applications (RFAs) for its grant program in October 2014. Based on a community needs assessment, Komen Central Mississippi Steel Magnolias identified areas for funding:

- Access
 - Improve access to and quality of screening, diagnostics and treatment
 - Improve access to and quality of survivorship support services
 - Projects focusing on providing treatment screening in rural counties that can reduce late stage diagnosis in uninsured and underinsured African American women.
 - Projects focusing on a continuum of care for women identified with having breast cancer or at risk of developing breast cancer that are uninsured and underinsured in our fifty-nine county service area.
- Education
 - Provide evidence-based and targeted education and outreach to increase the number of women who utilize early detection services

- Projects focusing on culturally appropriate breast health education that addresses the common myths about breast cancer and addressing the fear of getting a mammogram. Focusing these issues around early detection saves lives.

Nonprofit organizations, governmental agencies, and educational institutions in the Komen Central Mississippi Steel magnolias service area were encouraged to apply. Before reviewing your assigned applications, please read the RFA.

- Applicant must be a non-profit organization located in or providing services to one or more of the following locations:

Adams	Amite	Attala	Bolivar	Carroll
Choctaw	Claiborne	Clarke	Copiah	Covington
Forrest	Franklin	George	Greene	Grenada
Hancock	Harrison	Hinds	Humphreys	Issaquena
Jackson	Jasper	Jefferson	Jefferson Davis	Jones
Kemper	Lamar	Lauderdale	Lawrence	Leake
Leflore	Lincoln	Madison	Marion	Montgomery
Neshoba	Newton	Noxubee	Pearl River	Perry
Pike	Rankin	Scott	Sharkey	Simpson
Smith	Stone	Sunflower	Tallahatchie	Walthall
Warren	Washington	Wayne	Webster	Wilkinson
Winston	Yalobusha	Yazoo		

Assistance to Applicants

A grant-writing workshop was held in November for potential grant applicants. This workshop was specifically designed to assist applicants in responding to the Request for Applications (RFA). Staff were also available to answer questions from potential applicants by phone and email throughout the application period.

Conflict of Interest

Prior to the review, each reviewer must read and accept the Code of Ethics, documenting all institutions/organizations affiliations; service as board members; personal relationships; previous employment or financial/business interests. A reviewer should not review an application if he/she is a member of, or has a financial interest in the organization submitting the application. A reviewer should also not review an application if reviewing would give the appearance of a conflict of interest. The Komen grants staff will maintain a record of reviewers who report a potential conflict of interest. In addition, committee chairman will also keep a record of such reports.

Every effort will be made to avoid assigning an application to a reviewer with which the reviewer has a conflict of interest. However, if an application is assigned to you that should not be, notify us immediately. It will be reassigned to another reviewer.

Confidentiality

All materials pertinent to the applications being reviewed are privileged communications prepared for use only by reviewers and Komen staff, and should not be shown to or discussed with other individuals. All such materials must be returned to the affiliate upon completion of the review process. Review committee members must not independently solicit opinions or reviews on particular applications or parts thereof from experts outside the pertinent initial review group. If reviewers print any of the review materials, they must return these materials to the Komen Organization at the conclusion of the review process. Privileged information in grant applications shall not be used to the benefit of the reviewer or shared with anyone.

Under no circumstances shall reviewers advise project directors, their organizations, or anyone else of recommendations or discuss the review proceedings.

Scoring Procedures

All applications have been checked for compliance to the application guidelines. In your review if you identify administrative issues such as non-profit status issues, etc. please contact Julie McMahon.

To the applicant, reviewer comments are the most useful part of a review. Please follow the guidelines below:

- Comments should justify and be consistent with the numerical score of the application.
- Reviewers should be constructive and compassionate in their criticism.
- Be concise; please limit your comments to a maximum of 250 words for each category.

Reviews must be completed by **February 2nd**.

At least three people will review each grant application. Each application will be evaluated on the basis of the following criteria:

1. Is the program worthy of funding at all? Please carefully consider this. If we can award every program, do we want this one included? Or should it be excluded from the review process because it is not compatible with our priorities?
2. Strengths: characteristics of the project that give it an advantage
3. Weaknesses: characteristics that place the project at a disadvantage
4. Opportunities: elements in the environment that could help the project succeed
5. Threats: elements in the environment that could threaten the success of the project
6. Each reviewer will assign a numerical rating for each of the criteria below. Scores may range from 1 to 7, with 1 being the worst and 7 being the best. Each scoring criteria is weighted as noted above.
 - a. **Impact (30%)**: Will the project have a substantial positive impact on increasing the percentage of people who enter, stay in, or progress through the continuum of care? Will the project have a substantial impact on the priority selected? How closely does the project align with the funding priorities stated in the RFA? Does the project have a sufficient and documented plan to evaluate its impact?
 - b. **Feasibility (15%)**: How likely is it that the objectives and activities will be achieved within the scope of the funded project? Is the project well planned? Is the budget appropriate and realistic? Does the budget justification explain in detail the reasoning and need for the costs associated with the project?
 - c. **Capacity (15%)**: Does the organization, Project Director and his/her team have the expertise to effectively implement all aspects of the project? Is the organization respected and valued by the target population? Is it culturally competent?
 - d. **Collaboration (15%)**: Does this project enhance collaboration among organizations with similar or complementary goals? Are the roles of the partners appropriate and relevant? Do they provide evidence that these relationships are supported with letters of support, etc?
 - e. **Sustainability (10%)**: Is the project likely to be sustained? Are partnerships likely to be sustained past project period? Is the impact likely to be long-term?
 - f. **Evidence-Base (15%)**: **(NEW!)** Does the project demonstrate awareness of and/or potential replication of best practice models in the design and delivery of the stated priorities for funding? Does the grant application clearly articulate the best practice and evidence-based methods for successful implementation of states goals and objectives? What lessons learned from other projects are being applied to this project?

Summary packet preparation for Review Panel Meeting

The SWOT and impacts of each application will be compiled into a summary packet and sent to reviewers via e-mail. Reviewers will review these materials before the Review Panel meeting to prepare for discussion.

Review Panel Meeting

At the Review Panel Meeting, reviewers will meet to discuss the applications and determine the rank order of the applications. In addition to the scores, comments, and rankings, reviewers may also consider geographical distribution of the grants, populations served, potential duplication of services, and other important variables.

Review Panel Meeting
TBD (dinner provided before meeting)

Tips for Completing and Organizing Your Reviews

- Use the Review Process Timeline provided to track your assigned applications and completed reviews. Follow the steps for each application.
- Read ALL your applications once over before starting to evaluate each one. It will provide you a better calibration for your scoring on quality.
- Feel free to score on the paper score sheets and enter online later.
- Take notes on items you question for the Panel meeting.
- Do not hesitate to contact Julie with ANY questions.

Grants eManagement System: Reviewer User Guide

Susan G. Komen GeMS Login and Registration

To access Susan G. Komen GeMS, type “<https://affiliategrants.komen.org>” into the address bar of your web browser and hit “Enter.” The page you see should look like the image shown below.



Gaining Access to GeMS

To create a new user account:

From the Susan G. Komen GeMS system homepage click the “register now” link located towards the bottom of the homepage.

The image shows a web browser window displaying the 'Registration' page of the GeMS system. At the top, there is a 'Back' link and a 'Registration' heading. Below this, a paragraph of instructions explains the registration process. The form is divided into two main sections: 'Contact Information' and 'Reviewer'. The 'Contact Information' section includes fields for Name (with sub-fields for Prefix, First, Middle, Last, and Suffix), Title, Email, Phone, and a dropdown for 'What is your position at your Affiliate?' with a 'Reviewer' option highlighted. Below this is a section for 'Affiliate Information' with dropdowns for 'Affiliate Name', 'Affiliate', and 'Organization', followed by 'Username' and 'Password' fields with a 'Confirm Password' field. The 'Reviewer' section includes a dropdown for 'What is your current place of employment?' and a 'Job Title' field. At the bottom, there is a section for 'Do you have experience or education in any of the following areas?' with checkboxes for Accounting/Finance, Research, Law, Medicolegal Community, Community Relations, and Grant Writing.

- 1) Complete the user form in its entirety. Once any user has created a user account and gained access to the system, they will never have to request access again. There is no need for multiple accounts within GeMS.
 - a) Fill in all information as required. All items marked with an ‘*’ are required to create your account.
 - b) If a question has a pink “GO” button next to it, complete the question and then select the “GO” button and wait 5 seconds before advancing to the next question.
 - c) Always select “reviewer” in the “What is your position at your Affiliate” question. Once you select “Reviewer” and click the pink “GO” button, after a few seconds more questions should appear at the bottom of the page.
 - d) For “Organization”, select the Affiliate for which you are reviewing grants.
 - e) The “Username” field must consist of all letters and numbers, minimum length 5 characters, maximum length 20 characters
 - f) The “Password” field must consist of all letters and numbers, minimum length 7 characters, maximum length 20 characters
 - g) The fields “Password” and “Confirm Password” must be the same.
- 2) Click “Save” in the upper right hand corner to save the data.

Having saved your contact information, your account must then be approved before you can access the system. If you attempt to access the system prior to getting approved/validated you will receive the following message:



You will receive notification that your registration has been submitted for approval and when access has been granted, you will receive an email message confirming that your account has been validated.

Record your account information below for reference. If you ever become locked out or forget your password, you can retrieve your password with your e-mail on the home page, or contact Julie McMahon.

Your GeMS username:

Your GeMS password:

Completing the Conflict of Interest Form

All users, new and returning, need to complete a Conflict of Interest Form in GeMS. The conflicts you report will help the staff avoid assigning you applications to review from organizations you have a conflict with. Complete the following steps to update the form.

1. The reviewer will login to their account and click on the "My Conflicts of interest" tab at the top of the screen.
2. Once you are on the search menu, leave all fields empty and hit "Execute" button in the upper right hand corner without making any selections in the drop down boxes. This should bring up your COI form.
3. Click the Name of the COI Form (the COI-HQ001-OH101-XXXX link highlighted in blue) and that will take you to the COI Menu.
4. From there, click the "View Forms" button under the View, Edit and Complete Forms section at the top of the page.
5. Select the "Conflict of Interest Declaration" link.
6. Select the "Add" button to create a new COI form for the current year.
7. Update the required information as appropriate and click the "SAVE" button at the top of the page.
8. Once the information is saved, click the Document Information link (the COI-HQ001-OH101-XXXX link at the top of the page) to be directed to the COI Menu.
9. Click the "View Status Options" button in the Change the Status section.
10. Change the status to "COI Verification Required."

Reviewing the Application

Once you have been assigned an application to review you will receive an email and system notification that applications are ready and available for review.

- a. Open the My Task List and all applications available for review will be present. Select the name of the application you want to review.

My Tasks

Export Results to: Sort by:

Info	Document Type	Organization	Name	Cancel
	CG Application	Astra Health System Cancer Center	CGA-2014-01101-00000-00000	Apply

CG Application Menu - Forms

Please complete all required forms below.

Document Information: CGA-2014-01101-00000-00000

Info Document Type Organization Info Cancel

CG Application Astra Health System Cancer Center Review Apply

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

Change the Status

Select the View Status Options button below to perform actions such as submitting applications.

Access Management Tools

CG Application Menu - Forms

Please complete all required forms below.

Document Information: CGA-2014-01101-00000-00000

Info

Status	Page Name	Date	Created By	Last Modified By
Completed	Project Profile	12/24/2013 9:14:55 AM	Mr. Susan Jones	12/24/2013 9:14:55 AM
Completed	Organization Summary	12/24/2013 9:14:55 AM	Mr. Susan Jones	12/24/2013 9:14:55 AM
Completed	Project Review	12/24/2013 9:14:55 AM	Mr. Susan Jones	12/24/2013 9:14:55 AM
Completed	Project Narrative	12/24/2013 9:14:55 AM	Mr. Susan Jones	12/24/2013 9:14:55 AM
Completed	Project Target Demographics	12/24/2013 9:14:55 AM	Mr. Susan Jones	12/24/2013 9:14:55 AM
Completed	Key Personnel	12/24/2013 9:14:55 AM	Mr. Susan Jones	12/24/2013 9:14:55 AM
Completed	Project Work Plan - Goals	12/24/2013 9:14:55 AM	Mr. Susan Jones	12/24/2013 9:14:55 AM
Completed	Project Work Plan - Methods	12/24/2013 9:14:55 AM	Mr. Susan Jones	12/24/2013 9:14:55 AM
Completed	Project Work Plan - Technology	12/24/2013 9:14:55 AM	Mr. Susan Jones	12/24/2013 9:14:55 AM
Completed	Summary	12/24/2013 9:14:55 AM	Mr. Susan Jones	12/24/2013 9:14:55 AM

Review

Status	Page Name	Date	Created By	Last Modified By
Completed	Completion Check List	12/24/2013 10:40:23 AM	Mr. Susan Jones	12/24/2013 10:40:23 AM
Completed	Peer Review	12/24/2013 10:40:23 AM	Mr. Susan Jones	12/24/2013 10:40:23 AM
Completed	Review Results	12/24/2013 10:40:23 AM	Mr. Susan Jones	12/24/2013 10:40:23 AM

- b. Once you click on the application name it will bring you to the Application Menu. You will then click on "View Forms".
- c. To view the application, you can click on each form of the application and review the various sections.
- d. Once you have viewed the application forms, you will then click the "Peer Review" page under the "Review" section of the application forms menu.

- e. After clicking on the form you will find a document defining the scoring anchors. You will also see a button at the top of the page called “Review Panel”. You will click on this link to complete the review that will be conducted on this specific application.

- f. The page review will then open on the screen.
- g. You can now read through each question and give a score for each question using the “Score” dropdown — 1 being worst and 7 being best. The first question will be a general question related to SWOT analysis of the application, and any concerns you may have about awarding it any funding. Including comments in this section is very important. *(Note: If you prefer to score offline, use the paper forms provided and then just log-in to GeMS to enter and save your scores and comments.)*
 - a. As a Reviewer you can also leave comments for each section.
 - b. If you would like to return to this review again before completing, you will need to click the “Save” button at the top of the page and close the review panel, making sure to return later to complete the review.

- c. Once you have completed the review process, you will type “complete” in the final question box before saving. This will indicate you do not have any further edits to make and have completed the review. Again, be sure to save before exiting the review panel.

- d. You must complete these steps for each application available for review.

Printing Application and Review Sheet

If you prefer a hard copy of the application and review panel questions, both can be printed. Please remember, if you review offline, you must still input your scores and comments through GeMS as described above.

Printing the Application:

- Access the application menu for the application you would like to print. Reminder: You can do this through the My Tasks tab on the User Homepage or by clicking on the My CG Applications tab and doing a search.
- Select “View Management Tools” under Access Management Tools.
- Select Create Full Print Version
- The PDF version of the entire application will open in a new screen or as a download.

View, Edit and Complete Forms
Select the View Forms button below to view, edit, and complete forms.
[View Forms](#)

Change the Status
Select the View Status Options button below to perform actions such as submitting applications or request modifications.
[View Status Options](#)

Access Management Tools
Select the View Management Tools button below to perform actions such as adding people to this document or viewing the document history.
[View Management Tools](#)

Examine Related Items
Select the View Related Items button below to view related items such as claims, messages, etc.
[View Related Items](#)

Management Tools

[CREATE FULL PRINT VERSION](#)
Select the link above to create a portable version of the document.

[CREATE FULL PRINT VERSION](#)
Select the link above to create a static, printable version of the document.

[ADD/EDIT PEOPLE](#)
Select the link above to perform actions such as adding people, changing a security role, or altering people's active times on this document.

[MY ACTIVITIES SEARCH/REPORT](#)
Select the link above to perform a search and submit the results from the My Activities.

[STATUS HISTORY](#)
Select the link above to view the status history of this document.

Printing the Reviewer Score Sheet:

You may want to score on paper while reading an application online or a printed application. Your Reviewer Packet includes printed scoring sheets you can use, or you can print a sheet off GeMS by following the directions below. Remember that you will need to input them online using the process described above.

CG Application Menu - Forms
Please complete all required forms below.

Document Information: CGA-2014-CH102-ADEN25-00002
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	CG Application RFA			
Application				
	Project Profile		Grant System 12/24/2013 6:16:03 AM	Ms. Susan Jones 12/24/2013 6:21:50 AM
	Organization Summary		Ms. Susan Jones 12/24/2013 6:20:43 AM	Ms. Susan Jones 12/24/2013 6:32:16 AM
	Project Abstract		Ms. Susan Jones 12/24/2013 6:53:22 AM	Ms. Susan Jones 12/24/2013 7:01:36 AM
	Project Narrative		Ms. Susan Jones 12/24/2013 7:07:54 AM	
	Project Target Demographics		Ms. Susan Jones 12/24/2013 7:09:35 AM	Ms. Susan Jones 12/24/2013 7:12:05 AM
	Key Personnel		Ms. Susan Jones 12/24/2013 7:14:04 AM	
	Project Work Plan - Goals		Ms. Susan Jones 12/24/2013 7:17:03 AM	
	Project Work Plan - Objectives (3)			
	Project Work Plan Summary			
	Salaries		Ms. Susan Jones 12/24/2013 6:57:13 AM	Ms. Susan Jones 12/24/2013 9:38:03 AM
	Consultants		Ms. Susan Jones 12/24/2013 9:04:21 AM	

- Enter the application form menu.
- Select the “Peer Review” form.
- Select the link at the top of the page “Click here to generate the “Review Panel Questions Report””. The PDF version of the review questions will open in a new screen or as a download.

Review

[Compliance Check List](#)

[Peer Review](#)

[Review Results](#)

Note	Created By	Last Modified By
Grant System 12/24/2013 10:40:33 AM	Ms. Julie McMahon 1/2/2014 12:15:33 PM	
Test Reviewer 1/3/2014 3:17:04 PM		

PEER REVIEW

Peer Review: To begin completing the review process, select the review panel button.

[Click here for Scoring Answer Definitions](#)

[Click here to generate the Review Panel Questions Report](#)

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Compliance Check List		System: Grant 12/24/2013 10:40:33 AM	McMahon, Ms. Julie 1/2/2014 12:15:33 PM
	Peer Review		Reviewer: Test 1/3/2014 3:17:04 PM	
	Review Results			

Viewing Attachments

If you want to review the documents that were attached to the application, they can be opened for view.

- Access the application menu for the application you would like to view attachments for. You can do this by clicking on the My CG Applications tab and doing a search or through My Tasks.
- Select “View Management Tools” under Access Management Tools.



- Select Attachment Repository



- Select the “View” link next to each attachment you would like to view.

A screenshot of the 'Attachment Repository' table. The table has three columns: 'Form Name', 'Attachment', and 'View Document Link'. The table lists various attachments and their corresponding 'View' links.

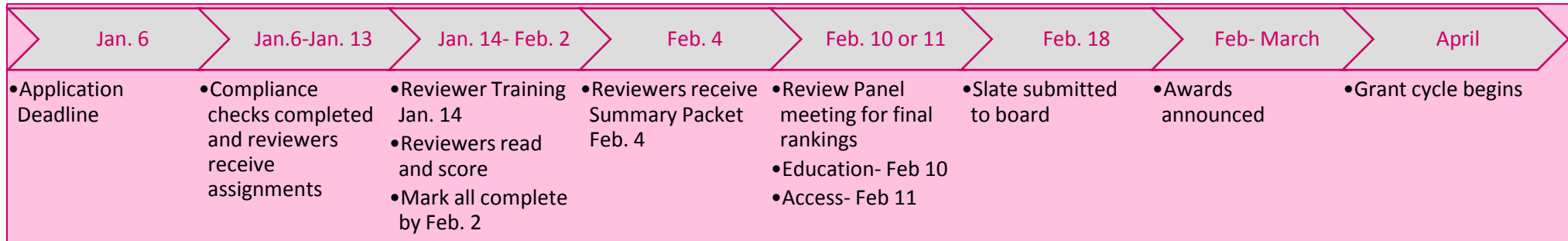
Form Name	Attachment	View Document Link
Map Document	Attachment 1	View
Map Document	Attachment 2	View
Project Budget Summary	Attachment 1	View
Project Budget Summary	Attachment 2	View
Project Budget Summary	Attachment 3	View
Project Budget Summary	Attachment 4	View
Project Budget Summary	Attachment 5	View
Project Budget Summary	Attachment 6	View
Project Budget Summary	Attachment 7	View
Project Budget Summary	Attachment 8	View
Project Budget Summary	Attachment 9	View
Project Budget Summary	Attachment 10	View
Project Budget Summary	Attachment 11	View
Project Budget Summary	Attachment 12	View
Project Budget Summary	Attachment 13	View
Project Budget Summary	Attachment 14	View
Project Budget Summary	Attachment 15	View
Project Budget Summary	Attachment 16	View
Project Budget Summary	Attachment 17	View
Project Budget Summary	Attachment 18	View
Project Budget Summary	Attachment 19	View
Project Budget Summary	Attachment 20	View

- The attachment will open in a new screen or as a download.

Helpful Hints

- Always hit “save” to save your data. If you do not hit “save” and you navigate away from the screen, your data will be lost.
- If you scroll over the first aid kits, help content will be available for that specific question.
- The system will log out after 45 minutes with no activity. If the system logs out automatically, the last data entered will not be saved if the save button was not selected prior to the log out.
- If you copy and paste text from Word, you must hit the backspace button within the text field for the character count to be shown.
- Print versions of the blank application and completed application are available within the Access Management Tools section of the application menu.
- Always use the “Back” button within the system when trying to return to a previous page.

Review Process Timeline



Application Review Checklist

Log in and go to My Tasks- Select the application you wish to review

1. View Forms to read application pages
2. View Forms and scroll down to Peer Review- in the Peer Review page, score applications in the Review Panel.
 - ☐ Note whether the app is worthy of consideration for funding at all
 - ☐ Complete the SWOT analysis and give a score for each criterion, Save the Review Panel (Save often to avoid losing work!)
 - ☐ When the review is complete, scroll down to the last question in the Review Panel and type "complete", Save and Close

You can write your assigned applications below (from My Tasks) and check them off as you complete each step:

	App Organization	App Name (CGA-201400H102-XXX)	Noted whether worthy of review	Completed SWOT analysis	Scored all criteria	Marked complete and saved
1						
2						
3						
4						
5						
6						
7						
8						
9						

- ☐ Once you receive the Summary Report, please read and review it, and bring any notes or comments to your scheduled Review Panel Meeting

Your GeMS username: _____

Your GeMS password: _____

Review Panel Cheat Sheet

SAVE REVIEW

CLOSE REVIEW PANEL

My Score 0 Total Page Score: 0

What are the strengths of the program application? What are the weaknesses of the program application? Would you recommend this application to receive funding?

Delete	Reviewer	Score	Comments
	Ms. Julie McMahon Affiliate Grants Admin		Should we even rank this application for funding? SWOT Analysis Here 0 of 2000

Impact: Will the project have a substantial positive impact on increasing the percentage of people who enter, stay in, or progress through the continuum of care? Will the project have a substantial impact on the priority selected? How closely does the project align with the funding priorities of the Affiliate? Does the project have a sufficient and documented plan to evaluate its impact?

Delete	Reviewer	Score	Comments
	Ms. Julie McMahon Affiliate Grants Admin		Workplan: Goals and objectives, how many women will they reach? Do the services they're delivering meet the RFA's priorities? Statement of Need: Will they target a population in need effectively? Evaluation: Will they be able to show it? Have they built impact AND process evaluation? Project Description: Are they efficient? 0 of 2000

Feasibility: How likely is it that the objectives and activities will be achieved within the scope of the funded project? Is the project well planned? Is the budget appropriate and realistic? Does the budget justification explain in detail the reasoning and need for the costs associated with the project?

Delete	Reviewer	Score	Comments
	Ms. Julie McMahon Affiliate Grants Admin		Project Description: Have they connected all the dots in their description of their plan/ project? Can they reach who they say they will? Workplan/budget: Does the budget match the workplan? Project Target Demographics/ Narrative: Have they built the cultural competency to reach the people they say they will? 0 of 2000

Capacity: Does the organization, Project Director and his/her team have the expertise to effectively implement all aspects of the project? Is the organization respected and valued by the target population? Is it culturally competent?

Delete	Reviewer	Score	Comments
	Ms. Julie McMahon Affiliate Grants Admin		Key Personnel Organization Capacity: Does the organization have the infrastructure to deliver the program, including staffing? Need salary?

0 of 2000

Collaboration: Does this project enhance collaboration among organizations with similar or complementary goals? Are the roles of the partners appropriate and relevant?

Delete	Reviewer	Score	Comments
	Ms. Julie McMahon Affiliate Grants Admin		Collaboration: are the right partners at the table to reach the desired audience (target demographics)? If you believe there may be overlap with other organizations, state it here. Project Profile: Do they have letters of support from the partners they say they'll work with?

0 of 2000

Sustainability: Is the project likely to be sustained? Are partnerships likely to be sustained past project period? Is the impact likely to be long-term?

Delete	Reviewer	Score	Comments
	Ms. Julie McMahon Affiliate Grants Admin		Budget: In-kind, cash Sustainability: Have they demonstrated good partnerships or effort to reach out for sponsors or other grant/funding? Are the start-up costs expensive or is this already running?

0 of 2000

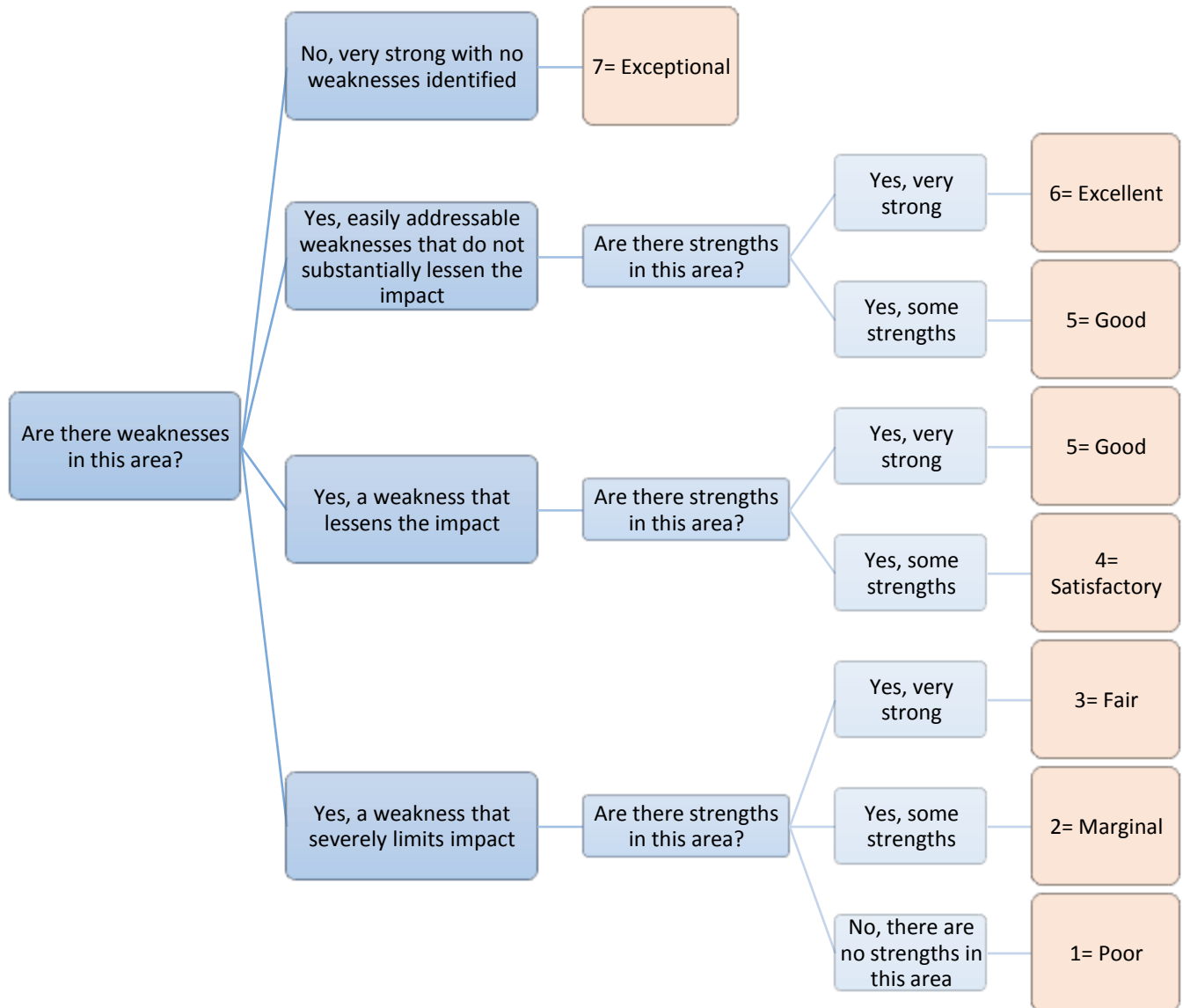
SAVE REVIEW

CLOSE REVIEW PANEL

New Criteria: Evidence-Base, Evidence-Based Narrative

Are they using evidence-based approaches to address problems? Is the evidence sound? Programs based in research evidence is gold standard. Programs based in experiential evidence is next.

Scoring Decision Tree



	Descriptor	Strengths/Weaknesses
7	Exceptional	
6	Outstanding	
5	Excellent	
	Very Good	
4	Good	
3	Satisfactory	
2	Fair	
	Marginal	
1	Poor	
		Weaknesses



Reviewer Rating Sheet

Confidential- All info below must be entered into GeMS by reviewer

Organization
Name:

Project Title:

Total Amount
Requested:

Instructions:

Please assign a numerical rating for each of the criteria below. Scores may range from 1 to 7, with 1 being the worst and 7 being the best. Each scoring criteria is weighted equally. Score descriptors and definitions are as follows:

- | | |
|-----------------------|--|
| 7 Exceptional | Very strong with no weaknesses identified |
| 6 Excellent | Very strong with a few minor weaknesses identified |
| 5 Good | Strong with at least one moderate weakness identified |
| 4 Satisfactory | Some strengths and several moderate weaknesses identified |
| 3 Fair | A few strengths and at least one major weakness identified |
| 2 Marginal | Very few strengths and a few major weaknesses identified |
| 1 Poor | No strengths and several major weaknesses identified |

Minor Weakness: An easily addressable weakness that does not substantially lessen ability to meet criteria

Moderate Weakness: A weakness that lessens ability to meet criteria

Major Weakness: A weakness that severely limits ability to meet criteria

If we had enough funding to award all applicants, would we want to include this program? Is the proposal sound enough to fund, when held to the highest quality standard? Yes No

Strengths: characteristics of the project that give it an advantage over others	Weaknesses: are characteristics that place the project at a disadvantage relative to others
Opportunities: elements that the project could exploit to its advantage	Threats: elements in the environment that could cause trouble for the business or project

CRITERIA

Impact (30%) – Will the project have a substantial positive impact on increasing the percentage of people who enter, stay in, or progress through the continuum of care? Will the project have a substantial impact on the priority selected? How closely does the project align with the funding priorities stated in the RFA? Does the project have a sufficient and documented plan to evaluate its impact? Score 0 if it is not addressing a priority area.

Comments:

POINTS (1-7):

Feasibility (15%) – How likely is it that the objectives and activities will be achieved within the scope of the funded project? Is the project well planned? Is the budget appropriate and realistic? Does the budget justification explain in detail the reasoning and need for the costs associated with the project?

Comments:

POINTS (1-7):

Capacity (15%) – Does the organization, Project Director and his/her team have the expertise to effectively implement all aspects of the project? Is the organization respected and valued by the target population? Is it culturally competent?

Comments:

POINTS (1-7):

Collaboration (15%) – Does this project enhance collaboration among organizations with similar or complementary goals? Are the roles of the partners appropriate, relevant and supported?

Comments:

POINTS (1-7):

Sustainability (10%) – Is the project likely to be sustained? Are partnerships likely to be sustained past project period? Is the impact likely to be long-term?

Comments:

POINTS (1-7):

Evidence-Base (15%) – Does the project demonstrate awareness of and/or potential replication of best practice models in the design and delivery of the stated priorities for funding? Does the grant application clearly articulate the best practice and evidence-based methods for successful implementation of states goals and objectives? What lessons learned from other projects are being applied to this project?

Comments:

POINTS (1-7):

Additional Comments: